



# Holley-Navarre Fire District Board of Fire Commissioners April 22, 2019 – 6:00 p.m. Minutes Are Not Verbatim

Pin-on ceremony at 6 p.m. for two new firefighters, Austin Schlarb and Justin Peppard. Chief Norton conducted the ceremony and Captain Davidson provided the invocation and blessing of the badges. There was a five minute break before the meeting began.

The meeting was called to order at 6:15 p.m. by Chief Ron Norton. Captain Davidson led the pledge. Commissioners Dave Stone, DJ Stone, Doug Schumpert, Todd Tolbert, and Darin Culberson were present. Chief Norton and Admin Dee May were also in attendance, as well as Gail Acosta from Navarre Press.

**Public Announcements / Public Comments** - None

**Chairman's Comments** - None

**Meeting Minutes** – March 25, 2019

**Commissioner Schumpert made motion to accept all minutes presented as read, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion - passed unanimous.**

### **Treasurers Report**

Commissioner DJ Stone read the following:

#### **April 2019**

Regions Checking	\$2,003,809.26
Apparatus Replacement	\$121,067.85
Total Operating Cash	\$2,124,877.11
Impact Fee Account	\$800,097.13
Income received to date	\$2,522,908.23
Expenses to date	\$1,195,678.36

Treasurers Report for March read into record by Commissioner DJ Stone. **Motion made to accept report by Commissioner Culberson, 2<sup>nd</sup> by Commissioner Tolbert. Vote held. Motion - passed unanimous.**

### **Chief's Report**

Incidents for March 2019: Total runs of 307, averaging 10 calls per day; average response time 6:47, overlapping calls 30%. Consolidation meeting scheduled for 4/23/19 at 9:00 a.m. at Station 35 in Midway. All vehicles are in service. Thanks to Engineers Griffiths and Robertson for their assistance with the vehicles. FFs Austin Schlarb and Justin Peppard were hired on 4/1/19. Currently only have 1 FF vacancy. NWFL Fire Academy will graduate in 2 weeks. The guys have visited with them and given out flyers, and we've already had one application as a result. Need to obtain current surveys and site plans to start building construction projects, blueprints, etc. Need to begin with specifics and then file a development request thru SRC to find out what permits, surveys, etc are needed or if projects need any variances.

**Commissioner's Comments** - Commissioner D.J. Stone said he appreciated the pin-on ceremony, that it was nice. Commissioner Schumpert welcomed the two new firefighters.

### **Old Business**

#### **1. Consolidation Update**

- Short meeting tomorrow morning at 9 am, with the focus being on joint training. Chief Norton stated that there would likely be a committee formed with a representative from each of the 3 departments and they will discuss what kinds of training they want to work on.
- Chairman Dave Stone would like see about the feasibility of standardizing new employee testing for the 3 depts and possibly the feasibility of combining admin. Cmmr DJ Stone stated that at the last meeting the 3 Chiefs discussed prioritizing no-cost options first, then branching out from there.

#### **2. Employee Evaluations**

- Chief Norton stated that final drafts were handed out to Captains at the staff meeting last week. Captains will look over them and make any final changes, and will begin implementation by 6/1/19 with a baseline then repeat on the anniversary date.

#### **3. Top 3 Goals**

- After speaking to Chief Norton and the Union, Cmmr Culberson understands where they are coming from about the strong need for Battalion Chiefs as the top priority. He stated that they made a good case and he supports their reasons, especially since it is already in the budget. Chief Norton feels that mid-level supervisors should be the top goal, as discussed with Cmmr Culberson, implemented through training and OTJ with stepping up. Next is phasing-in ALS program, even if we do one engine one year and another engine the next year. The cost of ALS will be substantial, from \$125k-150k annually once fully implemented, so we will need to project budget for sustainability going forward. Chief Norton's third priority is getting the Holley station permitted, constructed, staffed, and equipped. With the \$140k yearly to pay for a \$2 mil building loan, \$108k for new ladder truck, plus 3 Captains, 3 Engineers, & 6 FF's, as well as ALS, the cost would be roughly an additional \$750k yearly before utilities, etc.
- Cmmr DJ Stone said that he has not heard anything to compel him for management over staffing. Staffing and ALS are his top goals. He would like to see numbers. Chairman Dave Stone stated that until we see the estimate of revenue from the county in June, it's hard to work on a budget. Cmmr Tolbert stated that he realizes we have budgeted for a Battalion Chief, but he would like to figure out a way to get BC's and the implementation of ALS. However, he would need to see numbers.
- Captain Peppard has been working with Chief Norton on how to get ALS implemented the best way possible. Captain Peppard stated that the goal is a 2:1 ratio of medics so less chance of burn-out. Optimistically, the dept would be able to implement this by the 1<sup>st</sup> or 2<sup>nd</sup> qtr of next year.



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(cont'd)

**4. BOFC Policy Procedure Manual Review**

- Discussed briefly and tabled until next meeting.

**New Business:**

**Cancellation of 5/27/19 meeting due to Memorial Day** – Rescheduled for Tuesday, 5/28/19. The date change will be posted in the newspaper.

**Next Meeting**

The next scheduled meeting will be held on Tuesday, May 28, 2019 @ 6 p.m. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

D.J. Stone, Secretary/Treasurer  
DJS:sdm